

**Commonwealth of Virginia
Database Index Reporting Form**

1. Public Body Name & Code: Department of Game and Inland Fisheries - 0403

2. Database Title: Boat Registration and Titling System

3. Acronym: BRTS

4. Point of Contact: BRIDEWELL, GEORGE

5. Phone Number: (804) 367-1189

6. Signature:  **Date:** 6-12-2008

7. Database Description and Contents:

The Boat Registration and Titling System (BRTS) is a client-server application that allows the users to work all aspects of the boat registration and titling process. The system has been divided into four different sections: FrontBoat, BackBoat, IMS/Renewals, and Dealers. The FrontBoat area interacts with walk-in customers. The BackBoat area handles all of the mailed-in boat applications. The IMS/Renewals section processes a subset of BackBoat mail-in work in that it processes all of the boat registration renewals. The Dealers section handles all of the transactions that are done by Virginia Boat Dealers.

Note: The database contains data fields to which public access may be restricted. Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the department. Please contact the point of contact noted in Item 4, or Kathy Graham, DGIF IT Service Manager of Administration Services at (804) 367-0272, for further information. Please refer to Frequency of Update if Date of Last Update is blank. See Database Description and Contents above for more information.

8. Date of Last Update:

9. Frequency of Update: Daily

10. Formats Available and Schedule of Fees:

Formats Available : CSV is the format most commonly requested and provided. Any other formats that DGIF uses in the regular course of business also available on request.

Schedule of Fees : For all databases the cost to the requester is the actual cost incurred by the agency in searching for, duplicating, or supplying the database, as allowed for in Section 2.2-3704 (F) of the Code of Virginia (the Virginia Freedom of Information Act), or a lesser amount as determined by DGIF. Related tables (e.g. code tables) are included at no extra charge.

The formats for queries against geographic and land map images vary, and the costs for such map images of areas greater than 50 acres vary as allowed for in Section 2.2-3704 (F). Contact database owner for more information.